

**LAD #05DP-06, Enterprise IT Management Audit**  
**Management Action Plan**  
**As of June 20, 2006**

**Montana Department of Administration**  
**Information Technology Services Division**  
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ITSD concurs with all four recommendations contained in the Enterprise IT Management Audit Report, LAD #05DP-06

Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
LAD #05DP-06 Rec #1	We recommend DofA commit to and execute the centralized management and control of IT required by the Montana Information Technology Act (MITA).	1. <b><u>Commitment of Resources</u></b> - Project chartered, resources allocated and formal project initiated to develop policies and deliverables necessary to implement each section MITA.	Dick Clark	March 6, 2006	Review – March 6, 2006 Charter complete. Scope complete. Initial Plan complete.
		2. <b><u>Execute Project</u></b> – Develop policies and other deliverables to provide for centralized management and control of IT. ITSD will consider agency input and recommendations while retaining decision-making authority.	Dick Clark	June 30, 2007	Underway 1. Cellular Device Policy under formal Review 2. Enabling IT Policy and Procedure under formal Review 3. Interim Wiring Standard under Development
		3. <b><u>Long Term Commitment</u></b> – ITSD recognizes the need for institutionalizing MITA into the future. The commitment will include provisions and/or recommendations for implementation and ongoing organizational support, maintenance and monitoring.	Dick Clark	June 30, 2007	DOA recognizes that to fully implement MITA, subsequent efforts will be required beyond the scope of this project. Policy Data Base under development.

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Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
LAD #05DP-06 Rec #2	We recommend DofA develop and document implementation plans addressing each section of MITA	1. <b><u>Master Process –</u></b> Designed a <i>Master Process</i> to develop, review, implement and maintain the policies and other deliverables required for implementation of each section of MITA.	Dick Clark	Complete	March 6, 2006 IT Policy Process in place and being used: Underlying development life cycle, supporting tools defined and under pilot.
		2. <b><u>Audit Recommendations -</u></b> Translate the recommendations of the Audit into project requirements.	Dick Clark	Complete	March 6, 2006 Audit Requirements Map created and integrated into Development Phase for each policy and standard. Each policy/standard checked against Audit Requirements Map.
		3. <b><u>MITA Requirements -</u></b> Identify and document requirements and responsibilities of MITA.	Dick Clark	June 30, 2007	As part of the development of each policy: MITA Requirements Map created and integrated into Development Phase for each policy and standard. Each policy/standard checked against MITA Requirements Map.

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Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
		<p><b>3. <u>Indicators of Policy Compliance</u></b> - Establish compliance criteria to track accountability with MITA policy, standards, et al.</p> <p><b>4. <u>Non-compliance</u></b> - Establish governance procedures to account for non-compliance.</p> <p><b>5. <u>Performance Reports</u></b> – Provide compliance tracking and reporting.</p>	<p>Dick Clark</p> <p>Dick Clark</p> <p>Dick Clark</p>	<p>March 31, 2006</p> <p>March 31, 2006</p> <p>March 31, 2006</p>	<p>Pilot first deliverable, then ongoing.  1. Defined in Development Phase.  2. Indicators included in each policy, standard, procedure in Development Phase.</p> <p>Pilot first deliverable, then ongoing.  Compliance data collection requirements defined for each policy, standard, procedure.</p> <p>Pilot first deliverable, then ongoing.  Required data and reporting defined in each policy, standard, procedure in Development Phase. Data collection and reporting in Maintenance and Monitoring activity.</p>

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Audit Report & Rec #	Recommendation	MAP – Management Action Plan	Person responsible for MAP	Target Date	Status/Date Completed/Deliverables
LAD #05DP-06 Rec #4	We recommend DofA coordinate with the Office of Budget and Program Planning to enforce the statutory requirement that new IT investments be included in the governor's budget only if the project is included in the approved agency information technology plan.	1. <b><u>OBPP Major Investment</u></b> – Develop and implement policies and procedures with OBPP to: <ol style="list-style-type: none"> <li>Define a major new IT investment</li> <li>Review major IT investments in agency budgets</li> <li>Ensure investments are in IT plans</li> </ol>	Dick Clark	November 1, 2006	1. Started review of major IT investments in agency budgets. 2. Investments in IT Plans: Have included investment information forms in template sent to agencies. 3. OBPP sending EPP request information to ITSD; ITSD and OPBB meeting week of 12 June 2006.